

Remarks from site on the 'Requisition by Site Report' of purchase division

Company:	GV Discovery center pvt.ltd	Date:	13.08.2021
Site:	Genopolis	Prepared by:	Vineetha reddy
Report From / To	08-08-2021 to 13-08-2021 (Sunday to Saturday)	Approved by:	K.Narsing Rao
Report Date	13-08-2021		

List of requisitions numbers missing in the report*:

List of requisitions where PO/WO not prepared 3 working days after requisition:

Req No.	Req Date	Serial no of item in Req.	Item Description	Reason for not preparing PO/WO"
13261	25-06-2021	1	printer	Online purchase
13298	21-07-2021	1	Aerocon panels	Po not issued.
13304	30-07-2021	1	Brochure stand	Online purchase

List of requisitions where PO/WO is prepared and items have not been received at site beyond the lead time:

Req No.	Req Date	Serial no of item in Req.	Item Description	Details of discussion with supplier ⁵
13308	03-08-2021	01	Led tv	Ready with supplier.
13294	20-07-2021	01	colin	Ready with supplier.
13306	30-07-2021	01	Manhole covers	Ready with supplier.
13305	30-07-2021	03	Safety belts	Ready with supplier.
13312	07-08-2021	01	Gunny bags	Ready with supplier.
13313	07-08-2021	01&02	Helmets and jackets	Ready with supplier.

No. of gate passes issued this week:	02	From No.	4929	To No.	4930
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Delivery van site visit on:

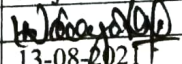
Inward report (MRN/other) & stock report emailed in pdf format to purchase?	Yes / No
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Items not ordered but received:

Other corrections & remarks:

Details of steel & cement stock

Sl. No	Tor size	Wt per mtr. - kgs	Wt. for 12 mtr rod - kgs	Stock at site - no of rods	Stock at site in Kgs	Previous stock in Kgs
1.	8mm	.395	4.74	39	184.86	0
2.	10mm	.617	7.404	0	0	0
3.	12mm	.89	10.68	0	0	0
4.	16mm	1.58	18.96	192	3640.32	0
5.	20mm	2.47	29.64	40	1185.6	0
6.	25mm	3.86	46.32	61	2825.52	2825.52
7.	32mm	6.32	75.84	50	3412.8	3762
8.	Binding wire				05	15

OPC stock	OPC last weeks stock	PPC/PSC stock	03	PPC/PSC last weeks stock	05
Details	Project manager	Admin Officer/Manager		Admin Audit	
Sign					
Date	13-08-2021		13-08-2021		13-08-2021

Notes: 1. * Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to purchase@modiproperties.com, ashaiya@modiproperties.com and rajkumarn@modiproperties.com on every Saturday. 3. Admin offices shall not leave the site without completing this report. 4. Ensure that inward numbers are written on the Requisitions, clearly showing the items not received on a daily basis. 5. Mention PO & MRN no. on DCs / bills. 6. Report to be signed by Admin manager & Project manager at site and filed at site. 7. #Suggested remarks - For technical details from site, For negotiations/quotations, Local purchase, For MDs approval input, 8. \$ Suggested remarks - Ready with supplier, Supplier not contacted, Supplier not reachable, Material in transit, WO - under fabrication, WO - material for fabrication not received, WO - material received fabrication not started, Delivery van delay, Delay by purchase assistant, Supplier arranging for material, 9. Purchase to send reply to this report within one week. 10. Follow up for WO is the responsibility of engineers at site - purchase to write 'NA' in reply to this report. 11. Admin officers managers must call all suppliers on a daily basis for follow-up - DO NOT CALL PURCHASE!

MODI Properties

Stock List - Till Date : 14-08-2021
 Company : G V Discovery Center Pvt Ltd
 Location : 119, 191 Synergy Square 1

Pages : 1 of 1

Category / Item Name	Balance Qty	Rate	Balance Value
	20		760
Building material	20	38	760
1012 - Building material - Polyester Fibres - 6mm - pkts	13		870
Consumables	5	114	570
4006 - Consumables - Bucket - other - nos	3	50	150
4026 - Consumables - Dust bin - NA - nos	5	30	150
4065 - Consumables - Vim bar - NA - nos	160		3,540
Electrical - conducting	60	7	420
4500 - Electrical - conducting - PVC bend - other - nos	50	16	800
4777 - Electrical - conducting - Junction Box - 25mm - nos	30	42	1,260
4778 - Electrical - conducting - PVC Pipe - 1 In x 1.2 mm - nos	20	53	1,060
4779 - Electrical - conducting - PVC Pipe - 1 In X 1.5 mm - nos	47		10,470
Electrical - other	4	35	140
4617 - Electrical - other - Metal box - 8way - nos	36	185	6,660
4746 - Electrical - other - LED Lights - NA - nos	5	674	3,370
4798 - Electrical - other - FP Isolator - NA - nos	2	150	300
4804 - Electrical - other - Earth Powder - NA - bags	320		0
Electrical - wires	320	0	0
4695 - Electrical - wires - Copper flat wire - 3core - mtrs	1		0
Furniture	1	0	0
5542 - Furniture - Magazine stand - Other - nos	95		17,330
Miscellaneous	25	675	16,875
6066 - Miscellaneous - Armor Board - NA - Nos	70	7	455
6100 - Miscellaneous - Plastic Cards - Others - nos	7		2,026
Paints	2	813	1,626
6527 - Paints - Enamel - 4ltrs - buckets	5	80	400
6596 - Paints - Turpentine Oil - NA - ltrs	180		4,320
Plumbing - other	180	24	4,320
7353 - Plumbing - other - Green Hose pipe - Other - Mtrs	15		2,914
Stationery - other	15	194	2,914
7578 - Stationery - other - Ring Binder - other - nos	1		977
Stationery -other	1	977	977
7663 - Stationery -other - Executive bag - NA - nos	0		1
Steel - rebar	0	32	1
8119 - Steel - rebar - TMT - 32mm - kgs	50		2,500
Tools	50	50	2,500
9593 - Tools - Labour helmet male - NA - Nos	Total Stock Value...		45,708

MODI Properties

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Building material	20		760
Consumables	13		870
Electrical - conducting	160		3,540
Electrical - other	47		10,470
Electrical - wires	320		0
Furniture	1		0
Miscellaneous	95		17,330
Paints	7		2,026
Plumbing - other	180		4,320
Stationery - other	15		2,914
Stationery -other	1		977
Steel - rebar	0		1
Tools	50		2,500
Total Stock Value...			45,708